BHCA

Bar Hill Community Association (BHCA)

(Register Charity Number: 1195382)

TERMS OF REFERENCE

Parks and Recreation

1. Committee Name

1.1. Parks and Recreation

2. Type

2.1. Standing Committee = A committee which manages day-to-day operation of one aspect of the work of the BHCA in this case work relating to supporting the parks and recreation areas within Bar Hill

3. Purpose

3.1. The Committee will support the parks and recreation areas within Bar Hill including the provision of new equipment including applying for grants and fundraising, as well as liaising with other organisations to facilitate (but not fund) maintenance (for example Craft's Shed). This could either be entirely managed by the BHCA but is expected to involve the Parish Council as well as potentially other organisations

4. Scope

4.1. Parks and recreation areas (both new and existing) within the boundary of Bar Hill
4.2. The ownership of assets is out of scope; therefore all actions of this sub-committee must be in conjunction with the land owner (usually the Parish Council) or with the Parish Council where the long-term goal is for the Parish Council to support and maintain the provision

5. Authority

5.1. Full spending authority over the "Parks and Recreation" budget (all spending should be recorded by the Chair of the Committee and/ or forwarded to the Chair of the BHCA or Treasurer to record) for so long as the budget remains in surplus with the understanding that a maintenance plan is in place
5.2. Notify the Treasurer/ Chair of the BHCA in relation to spending (full budgetary authority remains with the committee for so long as the budget is in surplus)
5.3. Charity Trustees reserve the right to make decisions which relate to potential insurance or legal claims, or if the Committee may exceed its budget. ***[Trustees Meeting 13-Aug-24]***

6. Membership

6.1. The Committee can have members who are part of the BHCA or completely separate.
6.2. The Committee must report its membership to the BHCA
6.3. No Trustee, or Volunteer, shall represent themselves as acting on behalf of the Charity

Trustees without the trustees consent. In the event of Trustees confirming that a volunteer or trustee has misrepresented themselves in this way then a letter from the Chair, or Vice Chair, will be sent to set the record straight. The template for this is here. ***[Trustees Meeting 13-Aug-24]***

7. Meeting arrangements

7.1. Meetings will be arranged by the Chair on an ad-hoc basis

8. Reporting

8.1. Committee must report to Trustees of the BHCA in a timely manner (coinciding with committee meetings)
8.2. Committee should report to Trustees of the BHCA upon request of the Chair
8.3. The Chair of the Committee will ensure that the Charity Trustees are made aware of any incidents which could, in their view, affect the charities reputation, give rise to a legal or insurance claim, affect the community relations of the Bar Hill Community Association, or any matter which could potentially bring the Charity or Committee into disrepute. ***[Trustees Meeting 13-Aug-24]***

9. Resources and budget

9.1. Committee has complete control over the “Parks and Recreation” budget
9.2. Committee is encouraged to use the BHCA logo in advertising
9.3. Committee may, as necessary, use non-financial resources of the BHCA as required (after notifying Trustees) – for example the metal spikes and orange fencing in the office

10. Deliverables

10.1. Demonstrable support provided to the Parks and Recreation areas within the village
10.2. A “shared space” for the committee has been created on the Trustees Shared Drive (in Google Drive). This is located “**Trustee Documents > Committees > Parks & Recreation**” (click here). It is the expectation of the Charities Trustees that planning documents, invoices, decisions, meeting agendas and minutes, compliance, documents required for audit, etc will be stored in this location.
10.3. A shared email address for the Committee has been set up (**committee-parks-and-recreation@barhill-ca.org**). This goes to all Committee members' email addresses - emails sent to this email address are archived - volunteers and Trustees are encouraged to use it to coordinate and maintain a record of their activities. ***[Trustees Meeting 13-Aug-24]***

11. Review

11.1. The review data will be determined by the Charity Trustees and added to the Scheduled Actions Google Sheet; Scheduled Activity (By Month).

APPENDIX A: Change Log

Version	Date	Notes
0.1 (Draft)	30-October-2022	Draft
1.0 (Approved)	08-November-2022	Approved at the monthly meeting
1.1 (Draft)	17-August-2024	Updated with new items following the Trustees meeting
1.2 (Draft)	13-October-2025	Draft for review

Draft = For review at a meeting (using with a decimal point as a version), once a document has been approved (Draft) should be removed and the next whole number should be adopted as the version).

These template headings were retrieved from the website MyCommiteee.com at - https://www.mycommittee.com/BestPractice/Committees/Startingacommittee/TermsofReference/tabid/251/Default.aspx - on 29th August 2021.